

Amber Wright

From: Jeanine LeBlanc
Sent: Wednesday, April 19, 2017 11:15 AM
To: Dorothy Wallis
Subject: 2000224936 CtL March information needed
Attachments: image2017-04-19-101225.pdf

Ms. Wallis:

Attached is a copy of the travel expense form submitted with your March 2017 invoice. Per PPM 49, "For every travel authorization request, the purpose of the trip for travel must be stated..."

Please provide the purpose of the trip by Friday, April 21, 2017, so we can complete this invoice.

Let me know if you have any questions.

Jeanine LeBlanc

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